

**MINUTES
LIBRARY BOARD OF TRUSTEES**

March 16, 2010
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Croteau, Budwig, Kuperberg, Miles, and Cox

MEMBERS ABSENT: Lewis, Vogel

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage reported that the Melville Dewey Employee Recognition Award for February went to Cam Ha, nominated going above and beyond with patrons and with her colleagues. Ms. Beverage added that Cam was nominated for helping a patron with a particularly hard microfilm problem, for helping with computer issues and problems, for handling library surveys and for her work on the library budget.

MINUTES: February 17, 2010

VICE-CHAIR CROTEAU ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. MILES AND SO SECONDED BY MR. KUPERBERG. AS NONE WERE OPPOSED, THE MINUTES OF FEBRUARY 17, 2010 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None.

ADMINISTRATIVE ITEMS:

None.

DISCUSSION ITEMS:

F-1. Strategic Plan Update

Ms. Beverage reported on the Values survey distributed to library staff to identify core values, which will be reviewed by the Management Team and the Library Board. She also explained that the Service Response goals and objectives are in the works and once the drafts are reviewed by the Management Team, she will present those goals and objectives to the Library Board for review and response.

Mr. Kuperberg asked who comprised the Management Team and Ms. Beverage explained that the Management Team includes herself, principal librarians, senior librarians, the facilities coordinator and Ms. Blassingame.

Vice-Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-2. Library Policy Development

Ms. Beverage confirmed that Board members had received and reviewed the library policies titled “Coping Techniques Guide” and “Privacy” and requested that the Board members suggest revisions or approve the policies as written. A discussion began with regard to the Coping Techniques Guide. Mr. Kuperberg commented that he had reviewed the Coping Techniques Guide and asked if any of the situations referenced in the Guide occurred in the library with any frequency. Ms. Beverage replied that many of the situations do occur and provided the Board members with a few recent occurrences as examples. She added that in some cases police intervention is required and the authorities respond promptly.

Ms. Beverage also outlined the various staff development trainings, including the completed In-Charge training and the upcoming Customer Service and Challenging Situations trainings.

Mr. Miles asked how the Coping Techniques Guide was compiled. Ms. Beverage explained that there are many resources to draw from, including a book titled “It Comes with the Territory” written by a former librarian.

VICE-CHAIR CROTEAU ENTERTAINED A MOTION TO APPROVE THE LIBRARY’S NEW COPING TECHNIQUES GUIDE: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY’S COPING TECHNIQUES GUIDE.

A discussion began with regard to the Privacy policy. Mr. Kuperberg asked Ms. Beverage if she recalled ever being required to honor the Patriot Act. Ms. Beverage replied that she had never experienced an occurrence involving the Patriot Act.

VICE-CHAIR CROTEAU ENTERTAINED A MOTION TO APPROVE THE LIBRARY’S NEW PRIVACY POLICY: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. KUPERBERG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY’S PRIVACY POLICY.

Vice-Chair Croteau asked if there were any further questions or comments and, there being none, he moved to the next item.

F-3. FY 09/10 Budget

Ms. Beverage reported that the City Council approved and adopted the City-wide 2% budget reduction at the March 1, 2010 City Council meeting, and those reductions will become effective April 1, 2010.

Mr. Miles asked how the staff was responding to the news and Ms. Beverage explained that the staff has been kept abreast of the developments and while they have expressed concern, the staff continues to provide outstanding service to library patrons.

Mr. Kuperberg asked if any permanent employees were affected by the budget reduction and Ms. Beverage replied that while current permanent employees are not affected, the library staff has two open positions due to the hiring freeze. Mr. Kuperberg suggested charging a fee for story times, and Ms. Beverage replied that story time is a core service of the library serving an educational purpose so she wasn't considering charging for core services just yet. Mr. Budwig added that if funds were collected for library services, it would be important to determine where those funds were deposited so the library could directly benefit. Ms. Beverage added that all staff continues to submit ideas with regard to cost-savings and revenue-generation, and she is investigating endowment and sponsorship programs.

Vice-Chair Croteau asked if there were any further questions or comments and, there being none, he moved to the next item.

INFORMATION ITEMS:

Ms. Beverage reported on her attendance at the Oak View Colloquium at Golden West College on March 11, headed by former City Mayor Ralph Bauer. She explained that local educators and City staff met to address the needs of the Oak View community, including enhancing current programs and proposing new ideas.

Ms. Blassingame distributed the Children's calendar for April 2010 and literacy program updates from both Oak View and Central.

Ms. Beverage reported on the Computer Coach volunteer program, adding that Monica Miltko – in conjunction with the Volunteer Development Team – was nominated for the Governor and First Lady's Medal of Service award as the result of her leadership as Volunteer Coordinator.

Ms. Blassingame distributed flyers announcing the Saturday Film Forum.

COMMITTEE REPORTS:

Library Support Organizations:

Ms. Blassingame distributed the Friends of the Library flyer for the "Magic Castle" field trip scheduled on May 1.

Ms. Beverage reported that the Friends of the Children's Library received their anticipated non-profit 501c3 status.

Mr. Budwig distributed the Orange County, California Genealogical Society calendar of upcoming events and reviewed the events listed for April.

CALTAC:

Ms. Beverage briefly discussed the summary of the March 13 CALTAC workshop that she, Chair Lewis and Vice-Chair Croteau attended, including a parcel tax discussion. Mr. Miles asked if a parcel tax would be well-received by Huntington Beach residents and Ms. Beverage replied that she did not know enough about the community to answer.

LIBRARY BOARD COMMENTS:

Mr. Budwig asked about the headless statue in the Main Lobby. Ms. Beverage reported on the Chamber of Commerce's donation of a Terra Cotta Warrior replica, a gift from a Chinese Tourism group. She explained that the Warrior, a Sworded General, will be officially 'installed' shortly, that the library will provide a list of resources such as a bibliography bookmark for patrons, and is planning a ribbon-cutting ceremony to welcome the new addition. Mr. Budwig suggested a 'Name the Warrior' contest and Ms. Beverage agreed to consider the idea.

STAFF COMMENTS:

None.

ADJOURNMENT: Vice-Chair Croteau entertained a motion to adjourn the meeting. Mr. Kuperberg made a motion to adjourn the meeting and Ms. Cox seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Betty Croteau, Vice-Chair